



**UPMC SCHOOLS OF SCHOOL OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Ambassador Program Policy
Date: August 27, 2018

INDEX TITLE: Student Services

I. POLICY:

It is the policy of the UPMC Schools of Nursing to provide incoming students with peer support.

II. PURPOSE:

To ease transition into UPMC Schools of Nursing; volunteer ambassadors who have successfully completed the first level nursing courses will serve as informal resources for the new students.

The Ambassador Program is organized within the Faculty Senate Student Support Subcommittee with faculty guidance for development and resources for the ambassadors. The Ambassador Program is not a substitute for the Student Counseling Program or Academic Support Program. The Ambassador Program will, on a continuous basis, recruit new ambassadors as needed.

III. SCOPE:

This policy applies to each school within the UPMC Schools of Nursing

IV. RESPONSIBILITIES:

Responsibilities of the ambassadors will include:

- Acting as a role model
- Meeting with the designated new student(s) and establish formal communication methods (recommend utilization of e-mail)
- Reinforcing the chain of command process related to problems and issues
- Serve as a resource to new students for basic questions that may include but not limited to:
 1. resources in the school and community
 2. classes and clinical site information
- Participating in the New Student Orientation sessions.

V. PROCEDURE:

1. The Faculty Senate Student Services Subcommittee faculty representative will email students during the first week of the term and ask for their interest in becoming an ambassador for incoming students.
2. Students who are interested will send their email addresses to the faculty representative who will then post in the learning management system for the new students.
3. Student Ambassadors are encouraged to introduce themselves to new students during new student orientation.
4. New students who are interested in seeking an ambassador will utilize the email address list to make contact if interested.

Sponsor: Student Services

Reviewed/Approval:

Revised/Approved: UPMC Schools of Nursing Executive Leadership Team: 2/21/2018, 3/15/2018

Originated Date: 4/19/10

Effective Date: 8/27/2018

Signature:  Date: 6-18-2018
Executive Director
UPMC Schools of Nursing